

FIG. 1

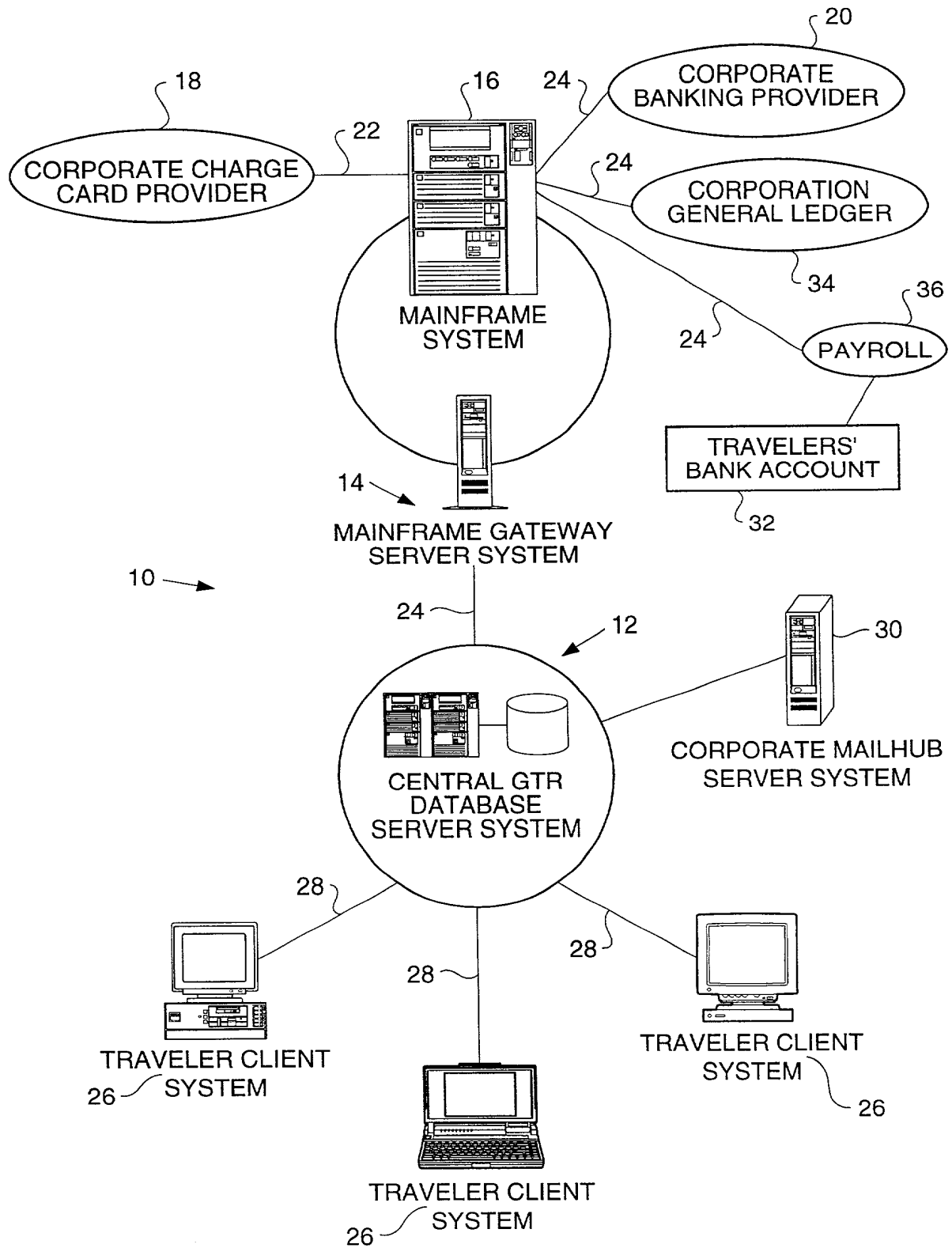


FIG. 2

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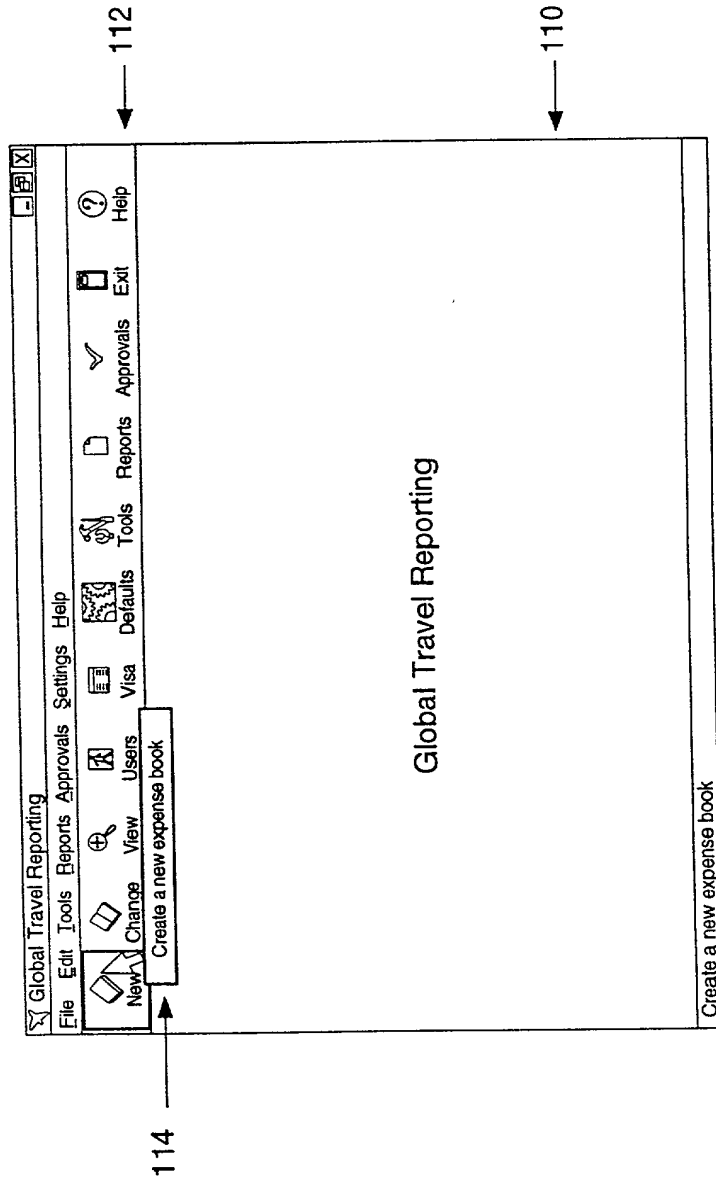
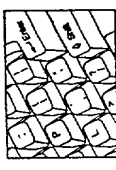
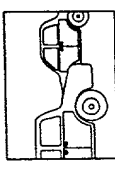
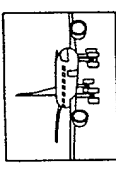


FIG. 3



GTR New Book Wizard

Please enter the following information and click Next to continue.

Employee name:
HANCOCK, JOHN MICHAEL

Book title:
Trip to Canadian dealer

Book start date:

Book end date:

Help

<Back

Next>

Cancel

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GTR New Book Wizard

Please enter the following information and click Next to continue.

List business purpose, city, and person visited including: title, company name, and business relationship.

Trip to Halifax, Canada to visit Caterpillar dealer John Smith of Atlantic Tractors and Equipment. John, the IS Manager, helped us gather new system requirements.

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Help <Back Next> Cancel

FIG. 5

GTR New Book Wizard

Please enter the following information and click Next to continue.

Would you like to download any new VISA charges?

☒ Yes, update my downloaded Visa charges!
(Requires a connection to the server)

☐ No thanks, I'll enter them manually from receipts
(Does not require a connection to the server)

Help < Back Next > Cancel

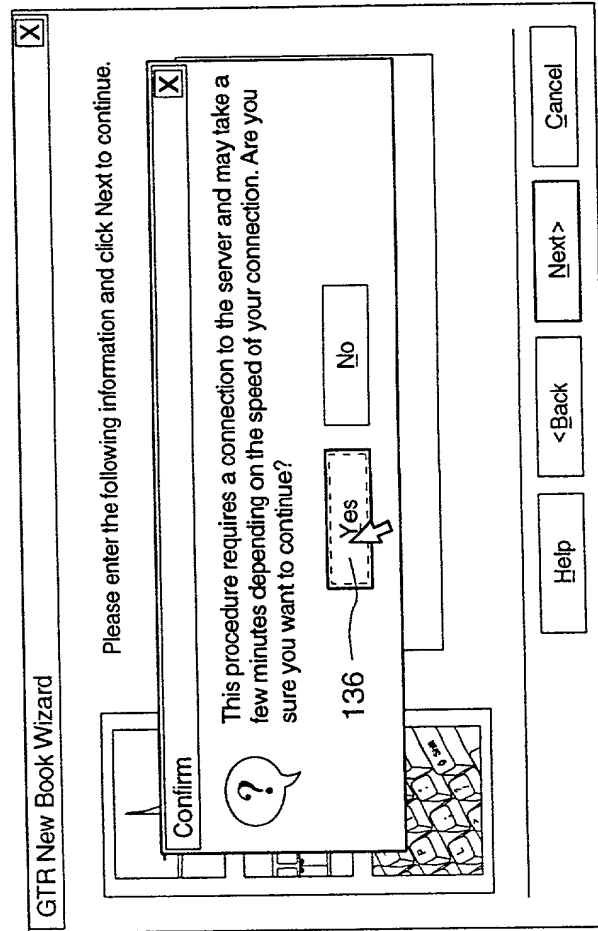
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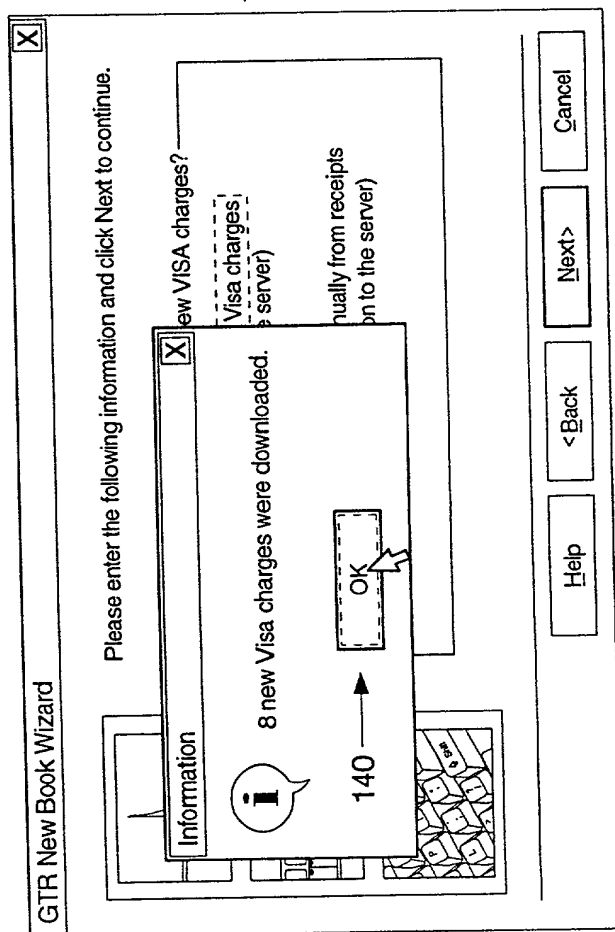


FIG. 10

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Preview

Book Info.

Defaults

Overrides

Visa Info.

Calculator

Print

Submit

Help

?

?

Manual Entries...

International Book

Downloaded Visa Charges

Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
98SHELL 2001	\$17.18	CAD	23.64		23.64	
98NATIONAL-T	\$281.50	CAD	385.32		385.32	
98UNITED AIR	\$450.16	USD	450.16		450.16	
98FIRST BANK	\$100.00	USD	100.00		100.00	
98*FINANCE C	\$2.00	USD	2.00		2.00	
98HOLIDAY IN	\$776.00	CAD	1055.98		1055.98	
98TONY ROM	\$20.38	CAD	28.00		28.00	

Apply To Book...

Reconcile Toggle

Drag to resize

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142

98

Description

Business Purpose

Amt. in USD

Curr. Code

Local Amt.

Pmnt. Type

Rec Req?

Delete

Edit...

FIG. 9.

Select a Category and Sub-Category

Category:

Business Purpose

Cash Advances/Fees

Entertainment

Except Reimbursement

Hotel

Meals

Mileage

Other

Transportation

Sub-Category:

Airfare

Airport Tax

Other Transportation

Parking

Rail

Rental Car

Rental Car Gas

Taxi

Please select a category and sub-category and click next to continue:

151 →

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Help

<Back

Next>

Cancel

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Fig. 10.

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Airfare - VISA

Departure date: 02/05/1998

Local amount: 450.16

Total in US dollars: 450.16

Carrier: [dropdown arrow]

Specify other: [text box]

Was any part of this ticket unused?

☒ No
☐ Yes

Ticket number: [text box]

Local currency: U.S. (DOLLAR)
Currency code: USD

Change...

Help <Back Apply This Item To Your Expense Book Cancel

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Save

Preview

Book Info.

Defaults

Overrides

Visa Info.

Calculator

Print

Submit

Manual Entries...

Downloaded Visa Charges

Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
01/15/1998	SHELL 2001	\$17.18	CAD	23.64		23.64	
01/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32	
02/01/1998	UNITED AIR	\$450.16	USD	450.16	450.16	0.00	Y
02/05/1998	FIRST BANK	\$100.00	USD	100.00		100.00	
02/05/1998	*FINANCE C	\$2.00	USD	2.00		2.00	
02/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98		1055.98	
02/05/1998	TONY ROM	\$20.38	CAD	28.00		28.00	

Apply

Recon

Expense Book Entries

Date	Description	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Req
02/01/1998	Business Purpose	\$0.00	USD	0.00		
02/05/1998	Airfare	\$450.16	USD	450.16	VISA	Y

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146

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161

142

146

FIG. 13

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Hotel - VISA

Check-in date: 02/05/1998

Number of nights: 5

Local daily rate with taxes: 200

Total in US dollars: 734.86

Hotel chain: 166 Holiday Inn

Specify other:

Local currency: CANADA (DOLLAR)
Currency code: CAD
Exchange rate: 1.3608000
Change...

Apply This Item To Your Expense Book

Help <Back

Date	Description	AMT. IN USD	Curr. Code	Local AMT.	Finnt. Type	Rec Reg
02/01/1998	Business Purpose	\$0.00	USD	0.00		

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FIG. 14

Hotel - VISA

You still have a balance left on this VISA charge.

VISA local amount: 1055.98

Amount applied so far: 1000.00

Balance: 55.98

Would you like to continue applying the balance to other expense categories?

174

Yes

No

Help

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Date	Description	Amount in USD	Curr. Code	Local Amt.	Print	Type	Rec	Req
02/01/1998	Business Purpose	\$0.00	USD	0.00				

Dinner - VISA

Date: 02/05/1998

Local amount: 40 180

Tip: (see note below) 178 (CASH only)

Total in US dollars: 29.39

Local currency: CANADA (DOLLAR)
Currency code: CAD
Exchange rate: 1.3608000

Change...

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Apply This Item To Your Expense Book

Help <Back Cancel

Date	Description	Amount in USD	Curr. Code	Local Amt.	Print: Type	Rec'd Req
02/01/1998	Business Purpose	\$0.00	USD	0.00		

FIG. 16

Dinner - VISA

You still have a balance left on this VISA charge.

VISA local amount:

1055.98

Amount applied so far:

1040.00

Balance:

15.98

Would you like to continue applying the balance to other expense categories?

Yes

No

Help

Date	Description	AMT. IN USD	Curr. Code	Local AMT.	Print	Type	Rec	Req
02/01/1998	Business Purpose	\$0.00	USD	0.00				

Print

Format

Apply

Recon

Drag

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FIG. 18

Select a Category and Sub-Category

Please select a category and sub-category and click next to continue:

Category:

Business Purpose

Cash Advances/Fees

Entertainment

Except Reimbursement

Hotel

Meals

Mileage

Other

Transportation

Sub-Category:

Cash Pmt of VISA Chg

Laundry or Valet

Other Expense

Other Tip

Personal VISA Charge

Telephone or Fax

Help

<Back

Next>

Cancel

FIG. 19

Personal VISA Charge

Date: 02/05/1998

Local amount: 15.98

Total in US dollars: 11.74

Local currency: CANADA (DOLLAR)
Currency code: CAD
Exchange rate: 1.3608000
Change...

Information

To prevent possible rounding errors, the exchange rate has been adjusted for this charge.

OK

Apply This Item To Your Expense Book

Cancel

Help <Back

Date	Description	Amt. in USD	Curr. Code	Local Amt.	Print	Type	Rec	Req
02/01/1998	Business Purpose	\$0.00	USD	0.00				

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Downloaded Visa Charges									
Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?		
01/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32		Apply	
02/01/1998	UNITED AIR	\$450.16	USD	450.16	450.16	0.00	Y	Recon	
02/05/1998	FIRST BANK	\$100.00	USD	100.00	100.00	0.00	Y		
02/05/1998	*FINANCE C	\$2.00	USD	2.00	2.00	0.00	Y		
02/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98	1055.98	0.00	Y		
02/06/1998	TONY ROM	\$20.38	CAD	28.00		28.00			
02/08/1998	OUTBACK S	\$17.18	CAD	23.64		12.35			
Expense Book Entries									
Date	Description	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Rec			
02/05/1998	Dinner	\$29.39	CAD	40.00	VISA				
02/05/1998	Hotel	\$146.97	CAD	200.00	VISA	Y			
02/05/1998	Airfare	\$450.16	USD	450.16	VISA	Y			
02/05/1998	Cash Advance Fee	\$2.00	USD	2.00	VISA				
02/05/1998	Cash Advance-VISA	\$100.00	USD	100.00	VISA				
02/05/1998	Personal VISA Charge	\$11.76	CAD	15.98	VISA				

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146

142

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FIG. 21.

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Save

Preview

Book Info.

Defaults

Overrides

Visa Info.

Calculator

Print

Submit

Manual Entries...

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Downloaded Visa Charges

Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
01/15/1998	SHELL 2001	\$17.18	CAD	23.64		23.64	Y
01/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32	Y
02/01/1998	UNITED AIR	\$450.16	USD	450.16		0.00	Y
02/05/1998	FIRST BANK	\$100.00	USD	100.00		0.00	Y
02/05/1998	*FINANCE C	\$2.00	USD	2.00		0.00	Y
02/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98		0.00	Y
02/06/1998	TONY ROM	\$20.38	CAD	28.00		0.00	Y

Apply

Recon

Expense Book Entries

Date	Description	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Req
02/05/1998	Personal VISA Charge	\$11.76	CAD	15.98	VISA	
02/06/1998	Dinner	\$20.38	CAD	28.00	VISA	
02/06/1998	Hotel	\$146.97	CAD	200.00	VISA	Y

Drag

E

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144

146

FIG. 22

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Select a Category and Sub-Category

Please select a category and sub-category and click next to continue:

151

Category:

Business Purpose

Cash Advances/Fees

Entertainment

Except Reimbursement

Hotel

Meals

Mileage

Other

Transportation

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Sub-Category:

Entertainment

Entertainment Tip

214

Choose one

☒ CASH

☐ VISA

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Help

<Back

Next>

Cancel

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02/06/1998

Hotel

\$146.97

CAD

200.00

VISA

Y

FIG. 23

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GTR Data Entry Screen

Edit

Visa Charges

Expenses

Settings

Help

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Save

Preview

Book Info.

Defaults

Overrides

Visa Info.

Calculator

Print

Submit

Help

Manual Entries...

Submit for approval and payment.

Downloaded Visa Charges

ns. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
/15/1998	SHELL 2001	\$17.18	CAD	23.64		23.64	Y
/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32	Y
/01/1998	UNITED AIR	\$450.16	USD	450.16	450.16	0.00	Y
/05/1998	FIRST BANK	\$100.00	USD	100.00	100.00	0.00	Y
/05/1998	*FINANCE C	\$2.00	USD	2.00	2.00	0.00	Y
/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98	1055.98	0.00	Y
/06/1998	TONY ROM	\$20.38	CAD	28.00	28.00	0.00	Y

Apply

Recon

Drag

Expense Book Entries

e	Description	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Req
01/1998	Business Purpose	\$0.00	USD	0.00		

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GTR Data Entry Screen

Edit Visa Charges Expenses Settings Help

Save Preview Book Info. Defaults Overrides Visa Info. Calculator Print Submit Help

Manual Entries...

Confirm

Submitting a book requires a connection to the server and may take a few minutes depending on the speed of your connection. Are you sure you want to submit this book for approval?

222 Yes No

220

Expense Book Entries									
Date	Merchant	Amt	Description	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Req	
/15/1998	SHELL 2001		Business Purpose	\$0.00	USD	0.00			
/15/1998	NATIONAL-T								
/01/1998	UNITED AIR								
/05/1998	FIRST BANK								
/05/1998	*FINANCE C	\$2.00		USD	2.00	2.00	0.00	Y	
/05/1998	HOLIDAY IN	\$776.00		CAD	1055.98	1055.98	0.00	Y	
/06/1998	TONY ROM	\$20.38		CAD	28.00	28.00	0.00	Y	

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Book Submission																																	
<div><div><div>Book summary</div><div>Submitter LAN ID: hancojm Amount of prepaid airline tickets: \$450.16 Amount of Visa expenses: \$798.97 Amount of Cash expenses: \$190.50 Book total: \$1439.63 Approver: CHRIS MONAHAN</div></div><div><div>Accounting distribution for this book</div><div>Your organization: 01 880 30 2258 Amount charged to your organization: \$1439.63</div><table><thead><tr><th>ActFac</th><th>PayFac</th><th>Div</th><th>Sect</th><th>ExpAct</th><th>ControlAct</th><th>Sub</th><th>SubSub</th><th>PAC2</th><th>OrderNo</th><th>ProjectCode</th><th>Amount</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table></div></div> <div><div>Do you want to proceed with submission of this book?</div><div>226 Yes No</div><div>Moving expenses to server...</div></div>										ActFac	PayFac	Div	Sect	ExpAct	ControlAct	Sub	SubSub	PAC2	OrderNo	ProjectCode	Amount												
ActFac	PayFac	Div	Sect	ExpAct	ControlAct	Sub	SubSub	PAC2	OrderNo	ProjectCode	Amount																						

nit Help

Internat 224

Apply

Recon

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